



The Commonwealth of Massachusetts
Division of Professional Licensure
Board of Registration of Real Estate
Brokers and Salespeople
239 Causeway St., Suite 500,
Boston MA 02114
617-727-2373

INSTRUCTIONS FOR THE APPROVAL PROCESS OF A REAL ESTATE INSTRUCTOR

You will note that the request form is divided up into sections. Each applicant is required to complete the sections relative to their own circumstances (i.e. broker or non-broker applicants). However:

all applicants must provide a medical certificate indicating freedom from tuberculosis (see section 4);
all applicants must co-teach or audit the broker or salesperson course at an approved real estate school or program (the school must complete Sec. 7);
all applicants must enter his/her name and address on the top of the Request For Instructor Approval form;
all experience requirements may only be met by experience that was obtained no more than 2 years prior to making application for instructor approval.

SECTION 1 APPLICANTS

This section is for currently licensed brokers who have at least 2 years experience as a Massachusetts real estate broker.

- Enter your broker license number located in the lower left hand corner of your license card (not the serial or control number).
- Enter the issue and expiration dates of your broker license.
- Either take the teaching methods portion of the instructor examination OR completed the 30 hour approved instructor course at a real estate school/program approved to administer the course.
 - If you took the course the school/program will have to complete section 8 of this form (Request for Instructor Approval).
 - If you opt to take the teaching methods examination you will need to attach the score report provided by ASI, the exam service provider. The score must be at least a 70. Contact ASI at 1-800-274-0501, and specify the teaching methods portion of the real estate instructor examination.
- Answer the question concerning complaints before the Board.
- Continue to section 4, 6, 7 and 8.

Section 1 applicants that have not had the broker license and experience for at least two years must continue as section two applicants.

SECTION 2 APPLICANTS

If you are not a real estate broker with 2 years experience as such but you are or have been a real estate salesperson with 2 years experience you must complete and comply with this section. You may add broker and sales experience together for a total of 2 years:

- Enter your salesperson license number located in the lower left hand corner of your license card (not the serial or control number).
- Enter the issue and expiration dates of your salesperson license.
- Answer the question concerning complaints before the Board.
 - If you have been actively associated with a Massachusetts real estate broker for at least two years or you are a broker for less than 2 years and your active association as a salesperson brings your total experience to 2 years continue to sections 4, 5, 6, and 7.
 - If you have not been actively associated with a Massachusetts real estate broker for at least two years or you are a broker for less than 2 years and your active association with as a salesperson does not bring your total experience to 2 years you must continue as a section 3 applicant.
- Successfully complete the **entire** instructor examination. The score must be at least a 70. Contact ASI at 1-800-274-0501, and specify the real estate instructor examination. Attach original score report.
- Continue to section 3 if more experience is needed to make up two years and then sections 4, 5 and 6.

SECTION 3 APPLICANTS

This section is for applicants who either do not have two years real estate experience as a broker and/or salesperson OR do not have any licensed experience in the practice of real estate but have experience in a related real estate field.

- Have your supervisor(s) complete the Real Estate Related Field Experience for each job title make copies if needed.

***All applicants that need to use section three must submit, to this Board, the completed RELATED REAL ESTATE FIELD EXPERIENCE form for approval prior to taking the examination. Once you receive the approved completed form back from the Board you may take the examination.**

- Enter job title(s) and dates of related real estate field employment for a period of time that totals at least 2 years (attach additional paper if needed).
- Successfully complete the **entire** Instructor examination. The score must be at least a 70. Contact ASI at 1-800-274-0501, and specify the real estate instructor examination.
- Answer criminal conviction question.
- Continue to section 4 and then, if you are using time that you were a licensed salesperson, complete section 5 and all applicants continue to section 6 and 7.

SECTION 4

All applicants must obtain a medical certificate showing freedom from tuberculosis. This can be obtained from your own physician or the Department of Public Health in most municipalities.

SECTION 5

This section is for applicants who are using their experience as a licensed real estate salesperson to complete the experience requirement. It must be completed by the broker with whom you were affiliated and you must have worked at least 25 hours per week.

SECTION 6

All applicants must sign this attestation and have the signature notarized.

SECTION 7

This section is for all applicants. This certifies that your co-teaching or audit requirement has been met.

SECTION 8

This section is for currently licensed brokers, who have 2 years experience as Massachusetts brokers, who opt to take the course rather than the teaching methods portion of the test. The instructor course must be completed at a real estate school/program authorized by this Board to administer the instructor course. The school/program must sign the section and affix the school/program stamp.

Remember to attach any and all required documentation and submit everything together (except in the case of the related real estate field experience form). If you are making copies be sure they are clear and legible and on 8 1/2 by 11" paper. There is no fee for this approval at this time and you will be issued a certified Letter of Approval if your request is approved. You must keep the original of this letter and provide a photo-copy to the school/program(s) with which you wish to affiliate. If you lose the original, a fee of ten dollars will be required to produce a new record of your standing as an instructor. The school/program will notify the Board of your affiliation. There will be no reason for you to make such notice.

If you have any questions concerning these materials you may contact Neal Feno at (617) 727-2373.

Important note for examination applicants: Examination scores are valid for one year from the date of passing the examination. The Board advises the examination be your last step in the application process. This will ensure all requirements are met timely and your score does not expire.

Section 3 applicants must submit, to this Board, the completed RELATED REAL ESTATE FIELD EXPERIENCE form for approval prior to taking the examination. This must be done in order for the Board to determine whether or not your experience will apply toward your instructor approval. If you fail to submit this form prior to testing, and your experience does not qualify, you may be required to take the test again since scores are only valid for one year and you need two years of experience.

APPLICAT\INSTINST

REQUEST FOR INSTRUCTOR APPROVAL

APPLICANT NAME: _____

ADDRESS: _____
STREET/PO BOX

CITY STATE ZIP _____

FOR OFFICE USE ONLY

APPROVAL DATE: _____

INSTRUCTOR NUMBER _____

COMPLETE THIS APPLICATION AND RETURN IT TO: THE MASSACHUSETTS REAL ESTATE BOARD
239 CAUSEWAY STREET - SUITE 500 - BOSTON - MA 02114

SECTION 1

ARE YOU A CURRENTLY LICENSED REAL ESTATE BROKER? ☐ YES ☐ NO
IF YES COMPLETE THIS SECTION IF NO CHECK BOX AND CONTINUE TO SECTION 2

BROKER LICENSE NUMBER: _____ ISSUE DATE: _____ EXPIRATION DATE: _____

HAVE YOU EVER HAD ANY COMPLAINTS AGAINST YOU BEFORE THIS BOARD ☐ YES ☐ NO

IF YOU HAVE NOT BEEN A LICENSED BROKER FOR AT LEAST 2 YEARS SECTIONS 2 AND 5 MUST BE COMPLETED.
IF YOUR TOTAL LICENSED TIME DOES NOT EQUAL AT LEAST TWO YEARS YOU MUST ALSO COMPLETE SECTION 3
IN ADDITION, IF YOU HAVE NOT BEEN A BROKER FOR AT LEAST 2 YEARS YOU MUST TAKE THE ENTIRE REEA EXAM SO SKIP
REMAINDER OF THIS SECTION

- ☐ I HAVE TAKEN THE APPROVED INSTRUCTOR COURSE - **THE SCHOOL MUST COMPLETE SECTION 8**
☐ I HAVE PASSED THE TEACHING METHOD PORTION OF THE REEA EXAM - **SCORE REPORT MUST BE ATTACHED**

CONTINUE TO SECTIONS 4 AND 6.

SECTION 2

ARE YOU OR WERE YOU A LICENSED REAL ESTATE SALESPERSON? ☐ YES ☐ NO
IF YES COMPLETE THIS SECTION IF NO CHECK BOX AND CONTINUE TO SECTION 3

SALES LICENSE NUMBER: _____ ISSUE DATE: _____ EXPIRATION DATE: _____

☐ I HAVE PASSED THE ENTIRE REEA EXAM -ATTACH YOUR SCORE REPORT (THIS IS MANDATORY)

HAVE YOU EVER HAD ANY COMPLAINTS AGAINST YOU BEFORE THIS BOARD ☐ YES ☐ NO
IF YES ATTACH DESCRIPTION OF COMPLAINT AND RESOLUTION

IF YOU HAVE BEEN ACTIVELY ASSOCIATED WITH A LICENSED MASSACHUSETTS REAL ESTATE BROKER
FOR TWO YEARS OR MORE CONTINUE TO SECTION 4 AND 5
IF YOU HAVE NOT BEEN SO AFFILIATED AND LICENSED AS A SALESPERSON FOR AT LEAST TWO YEARS
COMPLETE THIS SECTION AS WELL AS SECTIONS 3 4 AND 5

SECTION 3

I HAVE NOT ACQUIRED TWO YEARS WORK EXPERIENCE IN THE PRACTICE OF REAL ESTATE. HOWEVER, I DO HAVE THE FOLLOWING RELATED REAL ESTATE EXPERIENCE:

JOB TITLE: _____ EMPLOYMENT DATES: _____ TO _____

JOB TITLE: _____ EMPLOYMENT DATES: _____ TO _____

JOB TITLE: _____ EMPLOYMENT DATES: _____ TO _____

YOU MUST ALSO HAVE YOUR SUPERVISOR(S) COMPLETE THE RELATED REAL ESTATE FIELD EXPERIENCE FORM AND SUBMIT IT TO THIS BOARD FOR APPROVAL PRIOR TO TAKING THE EXAMINATION (SEE INSTRUCTIONS ON THE BACK OF THE RELATED REAL ESTATE FIELD EXPERIENCE FORM).

☐ I HAVE PASSED THE ENTIRE REEA EXAM - ATTACH YOUR SCORE REPORT (THIS IS MANDATORY)

HAVE YOU EVER BEEN FOUND GUILTY OF A CRIMINAL OFFENSE IN MASSACHUSETTS OR ANY OTHER JURISDICTION? ☐ YES ☐ NO

IF YES ATTACH A CERTIFIED COPY OF THE CONVICTION

CONTINUE TO SECTION 4

SECTION 4

ALL INSTRUCTORS ARE REQUIRED TO PROVIDE A MEDICAL CERTIFICATE SHOWING FREEDOM FROM TUBERCULOSES IN A COMMUNICABLE FORM. YOU MUST ATTACH THE ORIGINAL TO THIS FORM. THE TEST MUST HAVE BEEN CONDUCTED WITHIN THE 12 MONTH PERIOD PRIOR TO THE SUBMISSION OF THIS APPLICATION.

SECTION 5

BROKER AFFILIATION

IF YOU NEED TO COMBINE WORK EXPERIENCE FROM MORE THAN ONE BROKER THEY MAY EACH ATTEST TO THE TIME YOU WORKED FOR THEM. IF YOU NEED ADDITIONAL SPACE ATTACH A NOTARIZED LETTER FROM THE BROKER GIVING THE SAME INFORMATION THAT IS REQUESTED HERE.

NAME OF SALESPERSON

I HEREBY CERTIFY THAT THE APPLICANT NAMED ABOVE HAS BEEN ACTIVELY AFFILIATED WITH ME IN THE CAPACITY OF A SALESPERSON FROM:

TO

DATES OF AFFILIATION

FOR AT LEAST 25 HOURS PER WEEK. I ATTEST TO THIS UNDER THE PAINS AND PENALTIES OF PERJURY.

BROKER SIGNATURE

LIC. #:
DATE

SECTION 6

I, _____, HEREBY STATE UNDER THE PAINS AND PENALTIES OF PERJURY THAT THE INFORMATION PROVIDED ON THIS APPLICATION FOR APPROVAL AS A MASSACHUSETTS REAL ESTATE INSTRUCTOR OR ATTACHED OR INCORPORATED HEREIN IS TRUTHFUL AND ACCURATE. I FURTHER ATTEST THAT, PURSUANT TO M.G.L.C. 62C, S.49A, TO MY BEST KNOWLEDGE AND BELIEF, I HAVE FILED ALL STATE TAX RETURNS AND PAID ALL STATE TAXES REQUIRED BY LAW. I FURTHER UNDERSTAND AND AGREE THAT SHOULD ANY INFORMATION PROVIDED BE FALSE IT WILL BE GROUNDS FOR THE MASSACHUSETTS BOARD OF REGISTRATION OF REAL ESTATE BROKERS AND SALESMEN TO SUSPEND OR REVOKE ANY LICENSE, APPROVAL OR AUTHORIZATION ISSUED TO ME IN ACCORD WITH MASSACHUSETTS LAW.

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF NOTARY

MY COMMISSION EXPIRES ON:

SECTION 7

I, _____, AS AUTHORIZED AGENT, HEREBY STATE UNDER THE PAINS AND PENALTY OF PERJURY THAT THE APPLICANT NAMED HEREIN HAS COMPLETED THE CO-TEACH OR AUDIT REQUIREMENT(required of all candidates)

SIGNATURE OF AUTHORIZED AGENT

DATE COURSE COMPLETED

AFFIX

SCHOOL STAMP

SECTION 8

I, _____, AS AUTHORIZED AGENT, HEREBY STATE UNDER THE PAINS AND PENALTY OF PERJURY THAT THE APPLICANT NAMED HEREIN HAS COMPLETED THE 30 HOUR INSTRUCTOR PROGRAM THAT THIS SCHOOL IS AUTHORIZED, BY THE BOARD, TO ADMINISTER(required of Brokers who opt not to take the examination)

SIGNATURE OF AUTHORIZED AGENT

DATE COURSE COMPLETED

AFFIX

SCHOOL STAMP

RELATED REAL ESTATE FIELD EXPERIENCE

TO BE COMPLETED BY THE EMPLOYER

THE INDIVIDUAL PROVIDING YOU WITH THIS FORM IS IN THE PROCESS OF BECOMING AN APPROVED REAL ESTATE INSTRUCTOR. AS PART OF THE APPROVAL PROCESS THE BOARD NEEDS TO UNDERSTAND THE NATURE OF THE APPLICANTS WORK EXPERIENCE. IN ORDER FOR THIS WORK EXPERIENCE TO HELP THE CANDIDATE QUALIFY FOR APPROVAL THE ACTUAL WORK MUST HAVE BEEN DONE FOR AT LEAST TWENTY-FIVE HOURS PER WEEK AND MUST BE IN A FIELD RELATED TO REAL ESTATE. YOUR ASSISTANCE IN HELPING THE BOARD TO MAKE AN INFORMED DETERMINATION AS TO THE RELEVANCE OF THE WORK HISTORY IS APPRECIATED

NAME OF APPLICANT FOR INSTRUCTOR APPROVAL

EMPLOYER 1

☐ APPROVED

☐ DENIED

LIST THE FOLLOWING INFORMATION AS IT PERTAINS TO THE ABOVE NAMED APPLICANT (ATTACH ADDITIONAL PAPER AS NEEDED)

JOB TITLE

TO
DATES OF EMPLOYMENT

COMPANY / BUSINESS NAME:

BRIEFLY DESCRIBE THE NATURE OF YOUR COMPANY OR BUSINESS

(SUPERVISOR) BRIEFLY DESCRIBE THE DAILY RESPONSIBILITIES OF THE APPLICANT AS THEY APPLY TO THE REAL ESTATE FIELD

HOURS WORKED PER WEEK: _____

I ATTEST UNDER THE PAINS AND PENALTIES OF PERJURY THAT THE INFORMATION CONTAINED HEREIN IS TRUTHFUL TO THE BEST OF MY KNOWLEDGE AND ABILITY

EMPLOYER SIGNATURE

DATE

EMPLOYER 2

☐ APPROVED

☐ DENIED

LIST THE FOLLOWING INFORMATION AS IT PERTAINS TO THE ABOVE NAMED APPLICANT (ATTACH ADDITIONAL PAPER AS NEEDED)

JOB TITLE

TO

DATES OF EMPLOYMENT

COMPANY / BUSINESS NAME:

BRIEFLY DESCRIBE THE NATURE OF YOUR COMPANY OR BUSINESS

(SUPERVISOR) BRIEFLY DESCRIBE THE DAILY RESPONSIBILITIES OF THE APPLICANT AS THEY APPLY TO THE REAL ESTATE FIELD

HOURS WORKED PER WEEK: _____

I ATTEST UNDER THE PAINS AND PENALTIES OF PERJURY THAT THE INFORMATION CONTAINED HEREIN IS TRUTHFUL TO THE BEST OF MY KNOWLEDGE AND ABILITY

EMPLOYER SIGNATURE

DATE

PRINT YOUR NAME, TELEPHONE NUMBER, AND ADDRESS HERE:

YOUR EXPERIENCE MUST BE APPROVED BY THE BOARD PRIOR TO TAKING THE INSTRUCTOR EXAMINATION. IF YOU TAKE THE EXAM WITHOUT FIRST ENSURING THAT YOUR EXPERIENCE QUALIFIES UNDER THE INSTRUCTOR REGULATION YOU MAY FORFEIT BOTH THE EXAMINATION FEE AND THE SCORE. AFTER YOUR EMPLOYER HAS COMPLETED THIS FORM SEND IT TO:

MASSACHUSETTS BOARD OF REAL ESTATE
239 CAUSEWAY STREET – 5TH FLOOR
BOSTON, MA 02114

BE SURE TO ENCLOSE A STAMPED RETURN ENVELOPE

AFTER THE BOARD REVIEWS THIS FORM IT WILL BE RETURNED TO YOU. IF THE BOARD HAS APPROVED YOUR EXPERIENCE YOU MAY TAKE THE INSTRUCTOR EXAMINATION. AFTER PASSING THE TEST YOU MUST ATTACH THIS APPROVED FORM TO YOUR REQUEST FOR INSTRUCTOR APPROVAL FORM ALONG WITH YOUR SCORE REPORT AND MEDICAL CERTIFICATE. WHEN YOU HAVE EVERYTHING, YOU MAY SUBMIT THE REQUEST TO THIS BOARD. IF YOUR EXPERIENCE IS DENIED, YOU DO NOT QUALIFY TO BE AN APPROVED REAL ESTATE INSTRUCTOR AND YOU SHOULD NOT CONTINUE WITH THE APPROVAL PROCESS..

FOR BOARD USE ONLY

YOUR EXPERIENCE WAS DENIED FOR THE FOLLOWING REASON(S):

APPLICANT\INSTAP